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UNITED STATES DEPARTMENT OF AGRICULTURE
Food Distribution Administration
Washington, D. C.

March 12, 1943

SPECIAL COMMODITIES BRANCH MEMORANDUM NO. 13

Supplement B

To: All Divisions and Sections, Special Commodities Branch

From: H. C. Albin, Chief, Special Commodities Branch

Subject: Distribution of Food Order Administration Material
in Loose-Leaf Dockets

The following instructions have been received from the Deputy Director and will be effective immediately:

"Director's Memorandum No. 42 requires that all Order Administrators shall keep a loose-leaf docket incorporating a comprehensive summary of the provisions, amendments, constructions, interpretations and applications of each order.

The purpose of this requirement is to coordinate the Branch policy and the administration of its orders with the over-all policy of the Food Distribution Administration, as well as to provide a handy record of all actions taken in connection with any order.

At the meeting of the Regional Administrators this past week, several complaints were made that the Regional Offices were not sufficiently acquainted with the contents, interpretations and disposition of appeals granted under the various orders with the result that they could not intelligently answer questions put to them by persons affected by the orders in their regions. It is recognized that during this period of reorganization, it is most difficult to maintain a current flow of information of all actions taken to the Regional Offices; however, every step should be taken to alleviate this condition. Each order administrator should endeavor to keep his loose-leaf docket as current as possible so that effective use may be made of it by him and the field. To further this objective, each order administrator is requested to have 'Ditto' copies of all documents that are to be incorporated in the loose-leaf docket typed.

Supplies of the 'Ditto' paper may be obtained by calling Ex. 3277. These ditto copies should be forwarded to the Distribution Section. Attention: Mr. Felder. This Section will be responsible for the reproduction and distribution of these documents to all Regional and Field Offices."

